

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1738

Field Office Distribution All directives are sent to BBS for State Offices and KCMO to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

National Office Distribution Notices are available on Internet. Handbooks are printed and distributed to the National Office.

Directives on Internet Notices are available on Internet at www.fsa.usda.gov/dam/msd/notices/fsa.htm.
Note: FAS and RMA employees replace "fsa" in the Internet address to access notices for their agency.

Temporary Directives Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
AO-1186 3-16-99	Recommendations for Improving the COWM System	State Offices, Except AK, HI, and PR, and Work Measurement County Offices
AO-1187 3-16-99	Using Query/36 for Second Quarter Work Measurement and Midyear FY 1999 Workload Automated Unit Counts	State and County Offices
AS-1990 3-15-99	Reviewing AD-672's and FSA-875's	State and County Offices
BU-549 3-11-99	April 1999 Interest Rate Changes for Agricultural Credit Insurance Fund (ACIF) Program	State and County Offices
CMA-27 3-16-99	Corrections to the CMA Process Output File	CMA's, LSA's, and State and County Offices Except AK, HI, and PR
CMA-28 3-16-99	Reminder to State and County Offices to Provide Assistance to CMA's and LSA's	CMA's, LSA's, and State and County Offices Except AK, HI, and PR

Continued on the next page

National Procedure Checklist No. 1738 (Continued)

**Temporary
Directives
(Continued)**

Short Reference and Effective Date	Title	For
DAP-21 3-5-99	LAP Final Signup Date	State and County Offices
FLP-37 3-11-99	COC Decisions on Direct Loans	State and County Offices
FLP-38 3-12-99	Implementation of Guaranteed Loan System (GLS) Lender and Application Management	State and County Offices
PM-2103 3-8-99	Federal Employees' Group Life Insurance (FEGLI) Updates	FAS, RMA, and FSA Employees
PM-2104 3-12-99	Notifying Employees Whose Retirement Coverage May Be Affected by the Court Decision <i>Conner v. OPM</i>	State Offices
PM-2105 3-11-99	USDA's Workplace Violence Prevention	FFAS Employees
PM-2106 3-11-99	Personnel Designation of Acting DAM	All FFAS Offices
PS-302 3-11-99	APSS Software in County Release No. 402-S for Processing Small Hog Operation Payment (SHOP) Program Payments	State and County Offices
PS-303 3-15-99	Small Hog Operation Payment (SHOP) National Factor and Program Statistics	State and County Offices

**Permanent
Directives**None

**Procedure
Notices**None

**Obsolete
Directives**None

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Prefix	Form No.	Edition Date	Form Title	Filename	Unit of Issue	Stocked By	Fillable	Used By	WDC Directives	File Code
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* The following forms have been revised. Destroy old stock. These forms were uploaded to the BBS on 03-17-99.

CCC	0448-A	02-08-99	NAP Payment Calculation Worksheet (Prevented Planting)	CC0448A.PDF	Sheet	RPL/PDF	Y	Counties	1-NAP	N/A
CCC	0448-B	03-15-99	Ornamental Nursery Loss Adjustment and Payment Calculation Worksheet	CC0448B.PDF	Sheet	RPL/PDF	Y	Counties	1-NAP	N/A
CCC	0448-C	02-08-99	Christmas Tree Loss Adjustment and Payment Calculation Worksheet	CC0448C.PDF	Sheet	RPL/PDF	Y	Counties	1-NAP	N/A
CCC	0448-D	02-08-99	Aquaculture Crop Loss Adjustment and Payment Calculation Worksheet	CC0448D.PDF	Sheet	RPL/PDF	Y	Counties	1-NAP	N/A
CCC	0449	03-15-99	Request for Approval of NAP Area	CC0449.PDF	Sheet	RPL/PDF	Y	States, Counties	1-NAP	N/A
CCC	0450	02-08-99	Area Request Checklist and Crop Information	CC0450.PDF	Sheet	RPL/PDF	Y	States, Counties	1-NAP	N/A

* The following form has been revised. Destroy old stock. This form was uploaded to the BBS on 03-15-99.

CCC	1200 (Appendix)	12-31-98	Appendix to Form CCC-1200 Environmental Quality Incentives Program Contract	C1200APP.PDF	MP/6 Head to Head	RPL/PDF	N	Counties	NRCS EQIP Manual	N/A
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* The following form is new. This form was uploaded to the BBS on 03-17-99.

FFAS	0019	02-24-99	Certification of Eligibility in FEGLI for Foster Children	FFAS0019.WPD /PDF	Sheet	RPL/WPD RPL/PDF	Y	FSA	PM-2103	N/A
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* The following form is obsolete. Destroy all stock.

FMHA	0449-11	07-17-73	Certificate of Acquisition or Construction	N/A	MP/2	KC	N	FSA	1980-B	N/A
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* The following form is obsolete. Destroy all stock. This form was replaced by FSA-1980-27.

FMHA	0449-34	10-95	Loan Note Guarantee	N/A	MP/4	KC	N	FSA, RD	FMI 10-13-95, 1980-A, 1-COR, Notice FC-179	N/A
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NOTE: Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

1/ Filing codes pertain only to State and County Offices.

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* The following forms are obsolete. Destroy all stock.

FMHA	1980-83	02-94	Request for Waiver of Borrower Training Requirements for Guaranteed Loan Applicants	N/A	Sheet	KC	N	FSA	FMI 2-28-94, 1980-B, 1-COR	N/A
FMHA	1980-85	10-95	Modification of Existing Contract Relating to Farm Credit Programs Guaranteed Loan/Line of Credit	N/A	Sheet	KC	N	FSA	FMI 10-13-95, 1980-B	N/A

* The following form is new. This form was uploaded to the BBS on 03-12-99.

FSA	0013-D	03-01-99	Field Office Data Security Access Authorization Form	FSA013D.PDF	Sheet	RPL/PDF	N	States and Counties	N/A	N/A
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* The following form was revised. Destroy old stock. This form was uploaded to the BBS on 03-12-99. The FSA Procedure Notice is forthcoming with additional instructions.

FSA	1940-03	03-10-99	Request for Obligation of Funds Guaranteed Loans	1940-03.WPD/PDF	Sheet	RPL/WP RPL/PDF	Y	FSA	2-FLP	N/A
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* The following form has been revised. Destroy old stock. This form was uploaded to the BBS on 03-11-99. The FSA Procedure Notice is forthcoming with additional instructions.

FSA	1980-15	03-09-99	Conditional Commitment	1980-15.PDF	MP/4 Head to Head	RPL/PDF	Y	FSA	2-FLP, RD Instruction 1980-A	Position 2
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* The following form has been reissued due to an minor change in the PDF file. The edition date is unchanged. Destroy prior version which was uploaded to the BBS on 02-24-99. This form was uploaded to the BBS on 03-15-99.

FSA	1980-36	02-23-99	Assignment of Guarantee	1980-36.PDF	MP/3 Head to Head	RPL/PDF	Y	FSA	2-FLP	N/A
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* The following form has been reissued due to a problem with the PDF file. The edition date is unchanged. Destroy prior version which was uploaded to the BBS on 02-23-99. This form was uploaded to the BBS on 03-15-99.

FSA	1980-38	02-22-99	Lender's Agreement	1980-38.PDF	MP/6 Head to Foot	RPL/PDF	Y	FSA	2-FLP	N/A
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* The following form has been converted to PDF. This PDF version contains the instructions on the reverse side of the form. This PDF version is to be used for manual completion when the electronic version from the Finance Office is not available. The edition date is unchanged. This form was uploaded to the BBS on 03-15-99. The FSA Procedure Notice is forthcoming with additional instructions.

FSA	1980-41	05-96	Guaranteed Loan Status Report (Contact the Private Sector Liaison Section Technician in the St. Louis Finance Office for copies. Each State office should have the name and telephone number for their technician.)	1980-41.PDF	MP/2 Head to Foot	CG by Finance Office in St. Louis for FSA use, also available in RPL/PDF format	N	FSA	2-FLP	N/A
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* The following form is obsolete. Destroy all stock. This form was replaced by FSA 1980-36.

RD	0449-36	02-98	Assignment Guarantee Agreement	N/A	MP/3 Head to Foot	KC/RPL/PDF	N	FSA, RD	FMI 03-18-98, RD Instructions 1980-A, 1980-E, 1980-F, 1980-I, FSA Transferred Instruction 1980-B, RD PN 288 and FSA Issue No. 32 dated 03-18-98, Notice FC-179.	N/A
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